



Grants to State Sexual Assault and Domestic Violence Coalitions Program

Fiscal Year 2005 Solicitation

GMS REGISTRATION DEADLINE:
April 18, 2005

APPLICATION DEADLINE:
April 19, 2005

**U.S. Department of Justice
Office on Violence Against Women**
810 7th Street, NW
Washington, DC 20531

Alberto Gonzales
Attorney General
U.S. Department of Justice

Diane Stuart
Director
Office on Violence Against Women

Department of Justice Response Center
1-800-421-6770

TTY
202-307-2277

Office on Violence Against Women
www.ojp.usdoj.gov/vawo

Grants to State Sexual Assault and Domestic Violence
Coalitions Program
www.ojp.usdoj.gov/fundopps.htm

About the Office on Violence Against Women

The Office on Violence Against Women (OVW) is a component of the U.S. Department of Justice. Created in 1995, OVW implements the Violence Against Women Act (VAWA) and subsequent legislation and provides national leadership against domestic violence, sexual assault, and stalking. Since its inception, the Office has launched a multifaceted approach to responding to these crimes. By forging state, local and tribal partnerships among police, prosecutors, the judiciary, victim advocates, health care providers, faith leaders, and others, OVW grants help provide victims with the protection and services they need to pursue safe and healthy lives and enable communities to hold offenders accountable.

About the Grants to State Sexual Assault and Domestic Violence Coalitions Program (State Coalitions Program)

Since enactment of the Violence Against Women Act (VAWA), groundbreaking work has taken place in communities as victim advocates, police officers, prosecutors, and judges forge relationships with each other to address violence against women. VAWA has fundamentally changed the way that criminal justice agencies, victim advocacy organizations, and service providers within local communities address victim safety and offender accountability.

State coalitions have played a critical role in advancing the goals of VAWA, serving as a collective voice to end violence against women through collaboration with federal, state, and local organizations. Statewide sexual assault coalitions provide direct support to member rape crisis centers through funding, training and technical assistance, public awareness activities, and public policy advocacy. Statewide domestic violence coalitions provide comparable support to member battered women's shelters and other domestic violence victim service providers.

For approximately one third of states and territories, these support services are provided through a single dual sexual assault and domestic violence coalition. For the small number of states, where multiple state sexual assault and/or domestic violence coalitions exist, only those who meet statutory eligible requirements will be eligible (See Appendix).

Program Eligibility – Statutory Eligibility Requirements

Per the statutory eligibility requirements, only those coalitions identified by the Center for Injury Prevention and Control of the Centers for Disease Control Prevention and the Secretary of Health and Human Services through Family Violence Prevention and Services Act may apply.

State Sexual Assault Coalitions **(See Appendix A for a list of eligible coalitions)**

Awards will be made to each State sexual assault coalition, as identified by the Center for Injury Prevention and Control of the Centers for Disease Control and Prevention under the Public Health Service Act (42 U.S.C. § 280b et seq.).

State Domestic Violence Coalitions **(See Appendix A)**

Awards will be made to each State domestic violence coalition, as identified by the Secretary of Health and Human Services through the Family Violence Prevention and Services Act (42 U.S.C. § 10410 et seq.).

Availability of Funds

Award Period

The award period for these grants will be 12 months. Budgets must reflect 12 months of project activity.

Award Amounts

Applicants should carefully consider the resources needed to successfully implement the project proposed and present a realistic budget that accurately reflects project costs. State Coalitions Program funds for FY 2005 will be awarded based on the following guidelines:

- Awards in the amount of \$85,457 will be made to the eligible sexual assault and domestic violence coalition in each state, the District of Columbia, and the Commonwealth of Puerto Rico. Awards in the amount of \$21,364 will be available for the eligible sexual assault or domestic violence coalition in each of the Territories of the United States (American Samoa, Guam, Northern Mariana Islands, and Virgin Islands).
- States with eligible dual sexual and domestic violence coalitions will receive the combined allocation for the state. Dual coalitions must ensure an equitable distribution of funds to sexual assault and domestic violence related activities.

Application Due Date

Please note that final applications are due **by 8:00 pm (EDT) April 19, 2005, and will be accepted only through the U.S. Department of Justice's Office of Justice Programs (OJP) Online Grant Management System (GMS).** Applicants should register online with GMS **by April 18, 2005.** It may take up to one week for you to receive confirmation that you are eligible to apply.

Please refer to the "How to Apply" section on page 14 of this solicitation for further instructions.

Program Scope

Funds for coalitions may be used to:

- Coordinate state victim services activities; and
- Collaborate and coordinate with federal, state, and local entities engaged in violence against women activities.

Grant funds may be used for, but are not limited to, the following activities related to the implementation of the Violence Against Women Act:

- providing technical assistance to member agencies;
- expanding the technological capacity of coalitions and/or member programs;
- developing or enhancing appropriate standards of services for member programs, including culturally appropriate services to underserved populations;
- conducting statewide, regional and/or community-based meetings or workshops for victim advocates, survivors, legal service providers, and criminal justice representatives;
- bringing local programs together to identify gaps in services and to coordinate activities;
- increasing the representation of underserved populations in coordination activities, including providing financial assistance to underserved communities to participate in planning meetings, task forces, committees, etc.;
- engaging in activities that promote coalition building at the local and/or state level;
- coordinating federal, state and/or local law enforcement agencies to develop or enhance strategies to address identified problems; and
- engaging in advocacy efforts with community organizations to effect policy and/or procedural change in order to improve the community's responses to domestic violence and sexual assault. (E.g. State coalitions might work with law enforcement, prosecution, faith-based and other community agencies to enhance their responses to victims of domestic violence and sexual assault.)

No federal funding made available under this grant program, however, may be used, directly or indirectly, to support the enactment, repeal, modification or adoption of any law, regulation, or policy, at any level of government without the express prior written approval of OVW. A more complete description of the Anti-Lobbying Act is included on page 11.

Grant funds may not be used for the following prohibited activities:

- engaging in lobbying-related activities, including the development and/or distribution of materials and travel to a state or national meeting for the sole purpose of lobbying (*this prohibition pertains to lobbying of federal, state, local, and tribal governmental entities*);
- sub-contracting grant funds to member programs for the provision of direct

- services;
- hiring a grant writer or paying any portion of staff salaries for this purpose; or
- addressing child abuse outside the context of domestic violence and/or sexual assault.

Activities that May Compromise Victim Safety

Ensuring victim safety is the guiding principle underlying this Program. Experience has shown that certain practices compromise victim safety rather than enhance it. Certain responses by the authorities may have the effect of minimizing or trivializing the offender's criminal behavior. Accordingly, consistent with the goals of ensuring victim safety and holding perpetrators accountable for their criminal conduct, applicants are discouraged from proposing projects that include any activities that may compromise victim safety such as the following:

- Endorsing or promoting "restorative justice" projects that do not leverage the coercive power of the criminal justice system in holding perpetrators accountable;
- Engaging in activities that promote pre-trial diversion programs;
- Engaging in activities that promote mediation or counseling for couples as a systemic response to domestic violence or sexual assault; and
- Developing or endorsing procedures that would force victims of domestic violence to testify against their abusers or impose other sanctions on them.

Application Content

The deadline for submitting applications is Tuesday, **April 19, 2005**. All applications **MUST** include the following:

DUNS Number

A Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number must be included in every application for a new award or renewal of an award. **The DUNS number will be entered into GMS by the applicant. An application will not be considered complete until a valid DUNS number is provided by the applicant.** Individual persons who receive a grant or cooperative agreement from the Federal government are exempt from this requirement.

Applicants can receive a DUNS number at no cost by calling the dedicated toll-free DUNS Number request line at 1-800-333-0505.

If you have any questions about the DUNS number requirement, please contact the Office of the Comptroller's Customer Service Center at 1-800-458-0786.

Application for Federal Assistance (SF-424)

The SF-424 will be filled out online through GMS. The Catalog of Federal Domestic Assistance number for this program is 16.588 (block 10). The cognizant Federal audit agency and fiscal year of the applicant organization should be listed in block 11 of the form.

Applicants must ensure that the information for the authorizing official and alternate contact is filled out correctly. The authorizing official is the individual authorized to accept grant funds on behalf of the jurisdiction or non-governmental private entity applying. If the individual applying online is not the authorizing official, that individual must list the authorizing official's name and contact information where appropriate.

Abstract: (Not to exceed 2 pages)

The abstract should provide a brief summary describing the proposed project and how it would address the coalition's overall strategy to address violence against women. In no more than two pages, please provide a succinct summary which answers the following questions:

- What is your coalition's eligibility type:
 - State Sexual Assault Coalition
 - State Domestic Violence Coalition
 - Dual Coalition
- What activities will be undertaken with grant funds?
- Who will benefit from the grant? (specific population or community)

Project Narrative: (Not to exceed 10 pages double spaced)

The narrative should include the following:

Status of Current Project, If Applicable

This section should describe what has been accomplished with previous funding under the State Coalitions Program, if applicable, including:

- A list of the goals and objectives for the current project, describing the status of each;
- The status of completion of any project products; and
- Any challenges and problems and how they were addressed.

What Will be Done:

This section should describe the project goals and objectives, describing the specific

tasks and activities necessary for accomplishing each, and including a time line that identifies when activities will be accomplished.

Products

This section should describe the products that will be generated and how they could be used to assist member programs and/or collaborative efforts with federal, state, or local entities engaged in violence against women intervention and prevention activities. Grantees will be required to submit all products to OVW for review prior to public release.

Related Federal Projects

To facilitate better coordination with the STOP Violence Against Women Formula Grants Program and among other federal agencies, each applicant must show how the proposed project would complement other initiatives supported with federal funds. Applicants are required to provide the following information in the application:

- Active federal grant awards from OVW, OJP bureaus or program offices, the Office of Community Oriented Policing Services (COPS), or other federal agencies already supporting this, or related efforts.¹
- Information on any pending applications for federal assistance for this or related efforts.
- Information on how the pending applications would be coordinated with the funding sought through this application. For each initiative, the program/project title, the federal grantor agency, the federal award amount, and a very brief description of its purpose must be included.
- Information on how the proposed project complements the State's STOP Violence Against Women Implementation Plan. A listing of OVW formula grant points of contact is available at www.ojp.usdoj.gov/state.htm.

Budget Detail Worksheet and Narrative

Each application must include a detailed budget and budget narrative for the project. The budget must be complete, reasonable, and cost-effective in relation to the proposed project. The budget should provide the basis for the computation of all project-related

¹ Related projects are defined for these purposes as:

- The same purpose (i.e., the proposed award would supplement, expand, complement, or continue activities funded with other Federal grants).
- Another phase or component of the same program/project (e.g., to implement a planning effort funded by other federal monies or to provide an education component within a criminal justice project).
- Providing services of some kind (e.g., technical assistance, research, evaluation) to the program/project described in the application.

costs. It should cover the cost of all components of the project and clearly identify costs attributable to the project evaluation. There must be a clear link between the proposed activities and the proposed budget items. The budget should include only those activities, products, and resources that are necessary for project implementation and discussed in the project narrative.

Match Requirements

A grant made under this Program may not cover more than 75% of the total costs of the project(s) funded. **The application must identify the source of the 25% non-Federal** portion of the budget and how the match funds will be used. Coalitions may satisfy this match requirement with either cash or in-kind services. The formula for calculating match is:

$$\frac{\text{Federal funds}}{75\%} = \text{Amount} \times 25\% = \text{match}$$

For a federal award amount of \$90,000, match would be:

$$\frac{\$90,000}{75\%} = \$120,000 \times 25\% = \$30,000$$

Funds from other Federal sources may not be used to meet the match for this program.

The purpose of matching funds is to augment the amount of resources available to the project from grant funds. The costs of activities counted as match must be directly related to the project goals and objectives and should be included as part of any evaluation or assessment. If half of an advocate's time is supported with grant funds, that advocate must track ALL of his or her time to demonstrate that 50% of it was devoted to the grant-funded project. In-kind match must be documented in the same manner as grant-funded activities. The source of the 25% non-Federal portion of the budget is governed by OJP's *Financial Guide* and the STOP Program statute.

In-Kind Match

In-kind match may include donations of expendable equipment, office supplies, workshop or classroom materials, work space, or the monetary value of time contributed by professional and technical personnel and other skilled and unskilled labor, if the services provided are an integral and necessary part of a funded project. The value placed on loaned or donated equipment may not exceed its fair rental value. The value placed on donated services must be consistent with the rate of compensation paid for similar work in the organization or the labor market. Fringe benefits may be included in the valuation. Volunteer services must be documented and, to the extent feasible, supported by the same valuation methods used by the recipient organization for its own employees. The value of donated space may not exceed the fair rental value of comparable space, as established by an independent appraisal of comparable space and facilities in a privately owned building in the same locality. The basis for determining the value of personal services, materials, equipment, and space must be

documented.

Following are some specific examples of possible sources of match for this program:

- If an entity other than the coalition donates office space free of charge to the coalition for the project, the rental value of the space may be used as match. Similarly, the cost of utilities, insurance, security, janitorial services and the like may be used as in-kind match to the extent they are not being paid out of grant funds. Coalitions may also receive short term donations of space, such as a room to hold a meeting or a training event, which may be used as match.
- The salaries of any employees of the coalition who are working on grant-related purposes but are not paid with grant funds may be used. For example, training coordinators or other employees could be used as match to the extent that they are not paid by grant funds.
- If the project has a board of directors or advisory board and the members are not compensated for their time, the time spent by the council members may be used as match. Similarly, other groups, such as a training committee made up of representatives from victim services programs could be used as match to the extent that the members are not paid for their time through grant funds. Any other volunteers involved in the project, such as trainers and speakers or pro bono attorneys and other professionals, also may be used as match.
- Donated tangible goods may be used as match. For example, a program may receive donations of used furniture, the reasonable value of which may be used. A coalition may also solicit donations both from individuals and from companies.
- Coalitions also may receive donations of services that can be used as match. For example, a local printing company may agree to print some training materials at no cost to the coalition. Other examples of donated services may include web space and services, other computer services, and accounting services.

Coalitions may use several forms of cash match as well. If the coalition receives cash donations or membership dues, this may be used as match. Also, grants from private foundations or state and local governments, as well as money received through the *United Way* may be used as match.

Budget Requirements

The following is a short list of budget guidelines:

- Applicants are strongly discouraged from requesting consultant rates in excess of \$450 per day because they require prior approval from the Director of the Office on Violence Against Women.

- Applicants are also encouraged to include funds in their budgets to attend Financial Management Training Seminars sponsored by OJP's Office of the Comptroller. These seminars instruct participants in the financial administration of OJP and OVW formula and discretionary grant programs. A schedule listing the financial training seminars is available at www.ojp.usdoj.gov/oc/fmts.htm.

A Sample Budget Detail Worksheet is included in Appendix C of this solicitation. The budget and budget narrative should be submitted online as one attachment under "Budget Narrative." When preparing these items, please use the Budget Detail Worksheet as a guide and be sure to include all necessary budget categories. The budget should clearly describe the proposed amounts and uses of grant funds for the duration of the grant period and how the amounts of the specific budget items were determined. The budget should describe clearly:

- the proposed amount and use of grant funds over the grant period; and
- how specific budget amounts were determined.

Standard Assurances and Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements (Form 4061/6)

Review the assurances and certification forms. Agreement to these assurances and certifications will be assumed upon receipt of an application received through GMS.

NOTE: If the authorizing official is not the individual submitting the application via GMS, be sure the correct authorizing official information has been entered.

Anti-Lobbying Act

In 2002, the Anti-Lobbying Act, 18 U.S.C. § 1913, was amended to expand significantly the restriction on use of appropriated funding for lobbying. This expansion also makes the anti-lobbying restrictions enforceable via large civil penalties, with civil fines between \$10,000 and \$100,000 per each individual occurrence of lobbying activity. These restrictions are in addition to the anti-lobbying and lobbying disclosure restrictions imposed by 31 U.S.C. § 1352. The Office of Management and Budget (OMB) is currently in the process of amending the OMB cost circulars and the common rule (codified at 28 C.F.R. part 69 for DOJ grantees) to reflect these modifications. However, in the interest of full disclosure, all applicants must understand that no federally-appropriated funding made available under this grant program may be used, either directly or indirectly, to support the enactment, repeal, modification or adoption of any law, regulation, or policy, at any level of government, without the express approval of OVW. Any violation of this prohibition is subject to a minimum \$10,000 fine for each occurrence. This prohibition applies to all activity, even if currently allowed within the parameters of the existing OMB circulars.

Certification of Nonsupplanting

Applicants must submit a letter to OVW's Director, Diane M. Stuart, certifying that Federal funds will not be used to supplant State or local funds should a grant award be made. This letter must be faxed to 202-354-4147 or electronically scanned and submitted as an attachment via GMS. Please refer to Appendix D for a sample letter.

Indirect Cost Rate Agreement

If your organization is requesting indirect costs for this project, please include a copy of your current, signed indirect cost rate agreement.

Additional Program Requirements

Technical Assistance

OVW strongly encourages successful applicants to participate in training and technical assistance events sponsored by OVW as determined by applicants to be beneficial. Applicants interested in attending technical assistance meetings sponsored by OVW are encouraged to include \$5,000 for travel expenses in their budget. (Please see a breakdown of estimated travel costs in the Sample Budget in Appendix C.)

Performance Measures and Evaluation

There are two statutory requirements that require VAWA grantees to collect and maintain data that measures the effectiveness of the funded projects. First, the Government Performance and Results Act of 1993 (GPRA) requires agencies to report on the results of government programs and activities. Second, the Violence Against Women Act of 2000 mandates that all OVW grant recipients report on the effectiveness of their programs. To address these statutory requirements, OVW has developed a *State Coalitions Program Semi-Annual Progress Report* that requests specific data on grantee activities. Information that grantees must collect for this progress report includes:

- The number of member programs belonging to the coalition;
- The number of trainings conducted by the coalition; and
- The number of participants attending coalition training events.

Reporting Requirements

Grantees are required to submit quarterly Financial Status Reports and semi-annual Progress Reports. In addition, grant recipients who expend \$500,000 or more in Federal funds during their fiscal year are required to submit a single organization-wide audit. Additional information on these reporting requirements will be provided to successful applicants in the award package.

Financial Capability Questionnaire

All nonprofit, nongovernmental organizations that apply for funding with OVW that have not previously (or within) the last 3 years) received funding from OVW or OJP just complete a Financial Capability Questionnaire. The form can be found at <http://ojp.usdoj.gov/ov>. Please fax this form to 202-354-4147 and include the application number predominantly on the cover page and on each page of the form.

OJP Financial Guide

All grantees are required to comply with the regulations and requirements outlined in the OJP Financial Guide. The Financial Guide includes information on allowable costs, methods of payment, audit requirements, accounting systems, and financial records. Copies are available from the Department of Justice Response Center (1-800-421-6770) and also through the OJP web page: <http://www.ojp.usdoj.gov/FinGuide>.

Suspension or Termination of Funding

OVW may suspend funding in whole or in part, terminate funding, or impose another sanction on a recipient who has failed to comply substantially with the following:

- The requirements of VAWA and statutory objectives of The State Coalition Programs;
- Timely submission of quarterly Financial Status Reports;
- Timely submission of semi-annual Progress Reports;
- The regulations and/or guidelines issued for the State Coalitions Program and any other regulations applicable to OVW grantees; or
- The goals and objectives of the application submitted in accordance with the provisions of VAWA or any other applicable federal Act.

OVW will provide reasonable notice of its intent to impose sanctions and will attempt informally to resolve the problem. Hearing and appeal procedures will follow those in the Department of Justice regulations at 28 DFR Part 18. References to the Office of Justice Programs and its components are deemed to refer to the Office on Violence Against Women. The responsible agency official, as defined by 28 CFR § 18.3(h), is the director, Office on Violence Against Women.

Single Point of Contact Review

Executive Order 12372 requires applicants from State and local units of government or other organizations providing services within a State to submit a copy of the application to the State Single Point of Contact (SPOC) if one exists, and if this program has been selected for review by the State. Applicants must contact the State SPOC to determine if the program has been selected for State review. The date that the application was sent to the SPOC or the reason such submission is not required should be indicated on the Form SF-424. The list of SPOCs can be found at: <http://www.whitehouse.gov/omb/grants/spoc.html>.

Faith-Based Organizations

Consistent with President Bush's Executive Order 13279, December 12, 2002, and 28

CFR Part 38 and 90.3, it is OVW policy that faith-based and community organizations, that statutorily qualify as eligible applicants under OVW programs, are invited and encouraged to apply for assistance awards. Faith-based and community organizations will be considered for awards on the same basis as other eligible applicants and, if they receive assistance awards, will be treated on an equal basis with non faith-based and community organization grantees in the administration of such awards. No eligible applicant or grantee will be discriminated against on the basis of its religious character or affiliation, religious name, or the religious composition of its board of directors or persons working in the organization.

Civil Rights Compliance

All recipients of Federal grant funds are required to comply with nondiscrimination requirements contained in various Federal laws. In the event that a court or administrative agency makes a finding of discrimination on grounds of race, color, religion, national origin, gender, disability, or age against a recipient of funds after a due process hearing, the recipient must agree to forward a copy of the finding to the Office for Civil Rights of OJP. All applicants should consult the Assurances required with the application funds to understand the applicable legal and administrative requirements.

Services to Limited-English-Proficient (LEP) Persons:

National origin discrimination includes discrimination on the basis of limited English proficiency (LEP). To ensure compliance with Title VI and the Safe Streets Act, recipients are required to take reasonable steps to ensure that LEP persons have meaningful access to their programs. Meaningful access may entail providing language assistance services, including interpretation and translation services, where necessary.

Grantees are encouraged to consider the need for language services for LEP persons served or encountered both in developing their proposals and budgets and in conducting their programs and activities. Reasonable costs associated with providing meaningful access for LEP individuals are considered allowable program costs.

The U.S. Department of Justice has issued guidance for grantees to assist them in complying with Title VI requirements. The guidance document can be accessed on the Internet at www.lep.gov or by contacting the Office of Justice Program's Office for Civil Rights at (202) 307-0690, or by writing to the following address:

Office for Civil Rights
Office of Justice Programs
U.S. Department of Justice
810 7th Street, N.W., 8th Floor
Washington, DC 20531

How To Apply

Applicants must submit a fully executed application to OVW through **the Grant**

Management System (GMS), including all required supporting documentation. **Faxed applications will not be accepted. However, certain supporting documentation may be submitted to GMS via fax as described below.** Applications submitted via GMS must be in the following word processing formats: Microsoft Word (.doc), PDF files, (.pdf), or Text Documents (.txt). (Please refer to Appendix C the Step-by-Step Guide to OJP's Grants Management System.)

The following documents must be submitted via GMS:

- the SF-424;
- Certifications and Assurances;
- the project abstract and project narrative; and
- the budget, budget summary, and budget narrative.

Supporting documentation can be submitted either via fax to 202-354-4147, or electronically through GMS, and can include:

- Certification of Nonsupplanting
- A current Indirect Cost Rate Agreement (if applicable)

Note: The Catalog of Federal Domestic Assistance number for the State Coalition Program is 16.588.

The application number must be included on the cover page of all faxes. Detailed instructions on how to use the GMS system to submit your application online are available at OVW's web page, www.ojp.usdoj.gov/vawo. Also, a toll-free telephone number has been established for you to receive technical assistance as you work through the online application process, 1-888-549-9901.

Application Due Date

Applications must be electronically received by 8:00 pm EDT) on **April 19, 2005**. The application attachments (e.g., Letter of Non-Supplanting, etc.) that may be faxed to 202-354-4147 or submitted through GMS as attachments must also be received by 9:00 pm EDT on **April 19, 2005**. Applicants should retain proof of timely submission.

We recommend that you register through GMS at least two weeks before the application due date, or no later than **April 18, 2005**. All applicants must receive confirmation of eligibility that they are eligible to submit an application through GMS prior to completing the application submission process.

For additional information, please contact the Office on Violence Against Women at (202) 307-6026.

APPENDIX A

Eligible State Sexual Assault and Domestic Violence Coalition Programs

Eligible Applicants

Per the statutory eligibility requirements, **ONLY** the following entities may apply for this grant:

State Sexual Assault Coalitions

Alabama Coalition Against Rape
Arizona Sexual Assault Network
Arkansas Coalition Against Sexual Assault
California Coalition Against Sexual Assault
Colorado Coalition Against Sexual Assault
Connecticut Sexual Assault Crisis Services
DC Rape Crisis Center
CONTACT Delaware, Inc.
Florida Council Against Sexual Violence
Georgia Network to End Sexual Assault
Guam Healing Hearts Crisis Center/Department of Mental Health
Hawaii Coalition for the Prevention of Sexual Assault
Illinois Coalition Against Sexual Assault
Indiana Coalition Against Sexual Assault
Iowa Coalition Against Sexual Assault
Kentucky Association of Sexual Assault Programs
Louisiana Foundation Against Sexual Assault
Maine Coalition Against Sexual Assault
Maryland Coalition Against Sexual Assault
Minnesota Coalition Against Sexual Assault
Mississippi Coalition Against Sexual Assault
Missouri Coalition Against Sexual
Nevada Coalition Against Sexual Assault
New Jersey Coalition Against Sexual Assault
New Mexico Coalition of Sexual Assault Programs, Inc.
New York State Coalition Against Sexual Assault
North Carolina Coalition Against Sexual Assault
Ohio Coalition on Sexual Assault
Pennsylvania Coalition Against Rape
Sexual Assault & Trauma Resource Center of Rhode Island
Texas Association Against Sexual Assault
Utah Coalition Against Sexual Assault
Washington Coalition of Sexual Assault Programs, Inc.
West Virginia Foundation for Rape Information and Services
Wisconsin Coalition Against Sexual Assault

State Domestic Violence Coalitions

Alabama Coalition Against Domestic Violence
Arizona Coalition Against Domestic Violence
Arkansas Coalition Against Domestic Violence
California Alliance Against Domestic Violence

Colorado Coalition Against Domestic Violence
Connecticut Coalition Against Domestic Violence
DC Coalition Against Domestic Violence
Delaware Coalition Against Domestic Violence
Florida Coalition Against Domestic Violence
Georgia Coalition Against Domestic Violence
Hawaii State Coalition Against Domestic Violence
Illinois Coalition Against Domestic Violence
Indiana Coalition Against Domestic Violence
Iowa Coalition Against Domestic Violence
Kentucky Domestic Violence Association
Louisiana Coalition Against Domestic Violence
Maine Coalition to End Domestic Violence Services
Maryland Network Against Domestic Violence
Minnesota Coalition for Battered Women
Mississippi Coalition Against Domestic Violence
Missouri Coalition Against Domestic Violence
Nevada Network Against Domestic Violence
New Jersey Coalition for Battered Women
New Mexico Coalition Against Domestic Violence
New York State Coalition Against Domestic Violence
North Carolina Coalition Against Domestic Violence
Ohio Domestic Violence Network
Pennsylvania Coalition Against Domestic Violence
Rhode Island Coalition Against Domestic Violence
Texas Council on Family Violence
Utah Domestic Violence Advisory Council
Washington State Coalition Against Domestic Violence
Wisconsin Coalition Against Domestic Violence
West Virginia Coalition Against Domestic Violence

Dual Sexual Assault and Domestic Violence Coalitions

Alaska Network on Domestic Violence and Sexual Assault
Coordinadora Paz Para La Mujer, Inc.
Idaho Coalition Against Sexual and Domestic Violence
Jane Doe, Inc.
Kansas Coalition Against Sexual Assault & Domestic Violence
Michigan Coalition Against Domestic Violence and Sexual Assault
Montana Coalition Against Domestic and Sexual Violence
Nebraska Domestic Violence and Sexual Assault Coalition
New Hampshire Coalition Against Domestic and Sexual Violence
North Dakota Council on Abused Women's Services/CASA
Oklahoma Coalition Against Domestic Violence and Sexual Assault
Oregon Coalition Against Domestic and Sexual Violence

South Carolina Coalition Against Domestic Violence and Sexual Assault
South Dakota Coalition Against Domestic Violence and Sexual
Tennessee Coalition Against Domestic Violence and Sexual Assault
Vermont Network Against Domestic Violence and Sexual Assault
Virginia Sexual and Domestic Violence Action Alliance
Women's Coalition of St. Croix
Wyoming Coalition Against Domestic and Sexual Violence

APPENDIX B

Quick-Start Guide to Using the Office of Justice Programs Online Grants Management System

Quick-Start Guide to Using the Office of Justice Programs Online Grants Management System (GMS)

- ◆ Step 1. Using your established Internet account,* go to www.ojp.usdoj.gov/fundopps.htm. An online GMS Application Procedures Handbook is available on this page, and you may link directly to GMS, which will provide online "help" screens.
- ◆ Step 2. Select "Logon to the Grants Management System (GMS)" to apply for OVW grant funding.
- ◆ Step 3. If you have never used GMS, click on "New User? Register Here" and follow the on-screen instructions to register with GMS. After you register, you must select the FY 2004 Program solicitation and begin working on it so that your registration will be sent to OVW. You will receive confirmation through email that you are eligible to submit your application. Confirmation may take up to one week.

If you are not a new user and have a GMS password, click on "Login." If your password has expired, you will receive an "Authentication Error" or "Unauthorized User" message. In this case, click on "Having Login Problems?" for assistance in updating your password.

Please Note: Applicants must ensure that the information for the authorizing official and alternate contact is entered correctly. The authorizing official is the individual authorized to accept grant funds in your organization (e.g., executive director, attorney general, governor). If the individual applying online is not the authorizing official, that individual must list the authorizing official's name and contact information where appropriate.

- ◆ Step 4. To submit your application online, complete the on-screen *424 /Application for Federal Assistance*, upload your budget narrative (which should include your budget detail), program narrative, and other program attachments in either word processing or spreadsheet files. All supporting documentation may be submitted as attachments. All GMS attachments must be in the following word processing formats: Microsoft Word (*.doc*), PDF files (*.pdf*), or Text Documents (*.txt*). Please use descriptive titles when naming the attachments for easy identification, i.e., MOU, letter of non-supplanting. After submission, you will receive confirmation through email that OVW has received your application and you will be given an application number for future reference. Documents that cannot be submitted electronically through GMS (e.g. MOU, and letter of non-supplanting) must be faxed to (202) 354-4147. **You must include your GMS application number and the Program title of the OVW program to which you are applying on all materials submitted by fax.**

If you have any questions about GMS or need technical assistance with applying online, contact the GMS Hotline at 1-888-549-9901.

****If you do not have an Internet account, call OVW at 202-307-6026 for assistance.***

APPENDIX C

BUDGET DETAIL WORKSHEET AND SAMPLE BUDGET

Budget Detail Worksheet

Purpose: The Budget Detail Worksheet may be used as a guide to assist you in the preparation of the budget and budget narrative. You may submit the budget and budget narrative using this form or in the format of your choice (plain sheets, your own form, or a variation of this form). However, all required information (including the budget narrative) must be provided. Any category of expense not applicable to your budget may be deleted.

A. Personnel - List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization.

| <u>Name/Position</u> | <u>Computation</u> | <u>Cost</u> |
|----------------------|--------------------|-------------|
|----------------------|--------------------|-------------|

TOTAL _____

B. Fringe Benefits - Fringe benefits should be based on actual known costs or an established formula. Fringe benefits are for the personnel listed in budget category (A) and only for the percentage of time devoted to the project. Fringe benefits on overtime hours are limited to FICA, Workman's Compensation, and Unemployment Compensation.

| <u>Name/Position</u> | <u>Computation</u> | <u>Cost</u> |
|----------------------|--------------------|-------------|
|----------------------|--------------------|-------------|

TOTAL _____

Total Personnel & Fringe Benefits _____

C. Travel - Itemize travel expenses of project personnel by purpose (e.g., staff to training, field interviews, advisory group meeting, etc.). Show the basis of computation (e.g., six people to 3- day training at \$X airfare, \$X lodging, \$X subsistence). In training projects, travel and meals for trainees should be listed separately. Show the number of trainees and unit costs involved, the location of travel, if known. Indicate source of Travel Policies applied, Applicant or Federal Travel Regulations.

| | | | |
|--------------------------|-----------------|-------------|-------------------------|
| <u>Purpose of Travel</u> | <u>Location</u> | <u>Item</u> | <u>Computation Cost</u> |
|--------------------------|-----------------|-------------|-------------------------|

TOTAL _____

D. Equipment - List non-expendable items that are to be purchased (Note: Organization's own capitalization policy for classification of equipment should be used). Expendable items should be included in the "Supplies" category. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technical advances. Rented or leased equipment costs should be listed in the "Contractual" category. Explain how the equipment is necessary for the success of the project. Attach a narrative describing the procurement method to be used.

| | | |
|-------------|--------------------|-------------|
| <u>Item</u> | <u>Computation</u> | <u>Cost</u> |
|-------------|--------------------|-------------|

TOTAL _____

E. Supplies - List items by type (office supplies, postage, training materials, copying paper, and other expendable items such as books, hand held tape recorders) and show the basis for computation. Generally, supplies include any materials that are expendable or consumed during the course of the project.

| | |
|---------------------|-------------------------|
| <u>Supply Items</u> | <u>Computation Cost</u> |
|---------------------|-------------------------|

TOTAL _____

F. Construction - As a rule, construction costs are not allowable. In some cases, minor repairs or renovations may be allowable. Consult with the program office before budgeting funds in this category.

| | | |
|----------------|----------------------------|-------------|
| <u>Purpose</u> | <u>Description of Work</u> | <u>Cost</u> |
|----------------|----------------------------|-------------|

TOTAL _____

G. Consultants/Contracts - Indicate whether applicant's formal, written Procurement Policy or the Federal Acquisition Regulations are followed.

Consultant Fees: For each consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project. Consultant fees in excess of \$450 per day require additional justification and prior approval from OVW.

| <u>Name of Consultant</u> | <u>Service Provided</u> | <u>Computation</u> | <u>Cost</u> |
|---------------------------|-------------------------|--------------------|-------------|
|---------------------------|-------------------------|--------------------|-------------|

Subtotal _____

Consultant Expenses: List all expenses to be paid from the grant to the individual consultant in addition to their fees (i.e., travel, meals, lodging etc.)

| <u>Item</u> | <u>Location</u> | <u>Computation</u> | <u>Cost</u> |
|-------------|-----------------|--------------------|-------------|
|-------------|-----------------|--------------------|-------------|

Subtotal _____

Contracts: Provide a description of the product or services to be procured by contract and an estimate of the cost. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source contracts in excess of \$100,000.

| <u>Item</u> | <u>Cost</u> |
|-------------|-------------|
|-------------|-------------|

Subtotal _____

TOTAL _____

H. Other Costs - List items (e.g., rent, reproduction, telephone, janitorial or security services, and investigative or confidential funds) by major type and the basis of the computation. For example, provide the square footage and the cost per square foot for rent, and provide a monthly rental cost and how many months to rent.

| <u>Description</u> | <u>Computation</u> | <u>Cost</u> |
|--------------------|--------------------|-------------|
|--------------------|--------------------|-------------|

TOTAL _____

I. Indirect Costs - Indirect costs are allowed only if the applicant has a Federally approved indirect cost rate. A copy of the rate approval (a fully executed, negotiated agreement) must be attached. If the applicant does not have an approved rate, one can be requested by contacting the applicant's cognizant Federal agency, which will review all documentation and approve a rate for the applicant organization, or if the applicant's accounting system permits, costs may be allocated in the direct costs categories.

| <u>Description</u> | <u>Computation</u> | <u>Cost</u> |
|--------------------|--------------------|-------------|
|--------------------|--------------------|-------------|

TOTAL _____

Budget Summary - When you have completed the budget worksheet, transfer the totals for each category to the spaces below. Compute the total direct costs and the total project costs. Indicate the amount of Federal requested and the amount of non-Federal funds that will support the project.

| <u>Budget Category</u> | <u>Amount</u> |
|----------------------------|---------------|
| A. Personnel | _____ |
| B. Fringe Benefits | _____ |
| C. Travel | _____ |
| D. Equipment | _____ |
| E. Supplies | _____ |
| F. Construction | _____ |
| G. Consultants/Contracts | _____ |
| H. Other | _____ |
| Total Direct Costs | _____ |
| I. Indirect Costs | _____ |
| TOTAL PROJECT COSTS | _____ |
| Federal Request | _____ |
| Non-Federal (Match) Amount | _____ |

SAMPLE

TRAVEL SECTION ONLY

Travel - Itemize travel expenses of project personnel by purpose (e.g., staff to training, field interviews, advisory group meeting, etc.). Show the basis of computation (e.g., six people to 3- day training at \$X airfare, \$X lodging, \$X subsistence). In training projects, travel and meals for trainees should be listed separately. Show the number of trainees and unit costs involved, the location of travel, if known. Indicate source of Travel Policies applied, Applicant or Federal Travel Regulations.

| Purpose of Travel | Location | Item | Computation | Cost |
|-------------------|----------|------|-------------|------|
|-------------------|----------|------|-------------|------|

OVW technical assistance and travel:

One coalition representative will attend 5 training/technical assistance sessions

| | | | |
|-----------|---------|--------------------------------------|----------|
| Place TBD | Airfare | \$525 x 1 person x 5 trips | \$ 2,625 |
| Hotel | | \$75 x 1 person x 5 trips x 4 nights | \$1,500 |
| Per Diem | | \$ 35 x 1 person x 5 trips x 5 days | \$875 |

TOTAL \$5,000

APPENDIX D

LETTER OF NONSUPPLANTING

[Applicant Letterhead]

[date]

**Diane M. Stuart, Director
Office on Violence Against Women
810 7th Street, NW
Washington, DC 20531**

Dear Ms. Stuart:

[Applicant] certifies that any funds awarded through the Grant to State Sexual Assault and Domestic Violence Coalitions Program will be used to supplement existing funds for program activities and will not replace (supplant) nonfederal funds that have been appropriated for the purpose of providing support services to sexual assault and domestic violence coalitions and their member programs. The [name of applicant] understands that supplanting violations can result in a range of penalties, including suspension of future funds under this program, suspension or debarment from federal grants, recoupment of monies provided under this grant, and civil and/or criminal penalties.

Sincerely,

[Applicant's Authorizing Official]